

Application Form Guidance 2024

Please submit your application by midnight (HK time) **14 April 2024**

The below gives an overview of the application and provides supporting questions to consider when completing your application. Overall, ideal candidates will be able to articulate clearly and succinctly (within the word limit) the aims of the project, why it is needed, how it will be carried out and demonstrate how it delivers environmental awareness for the general public of Hong Kong.

1. Please tell us a little more about yourself and the journey you took to where you are now, applying for this Award. Please include any aspects of education, training, research, or work experience which were part of this journey.

- Why do you want to share your passion for the environment and raise awareness?
- Why are you the right candidate for this award?

2. How will carrying out this project help in your development as an early career researcher?

- Describe the ways in which this opportunity will benefit you in your career development and why?

3. Please give a brief summary of your planned engagement activities and what you are trying to achieve. Project Summary

Consider;

- What you are trying to achieve?
- How you will achieve it?
- Where will the project take place?
- Who you will work with?

4. Which audiences and how many people will you reach with your engagement activities and why are you targeting them?

At Earthwatch we believe engaging communities and stakeholders with their environments and with research at the earliest stages is key to environmental success for everyone. Consider;

- Which local community / stakeholders will you engage in your project and how?
- Who are the stakeholders/communities in your areas of research?
- Do you have support of the communities already, if not how will you involve them?

5. What key environmental issues will you raise awareness of and why?

- Describe one or more key environmental issues that your project will address.
- Consider how your own background knowledge and research will be relevant?

6. Project Outline: Please tell us more about your project including project name, rationale, aims & objectives, activities, timeline, partners and budget.

a) Project Name

- Please give the project a title which gives a clear insight into what you are trying to achieve.

b) Rationale

- Why have you chosen this project?
- What makes it relevant locally/globally?
- Provide evidence of your knowledge of the subject.

c) Aims and Objectives

- Consider creating objectives that follow the SMARTER framework ensuring all objectives are;
 - **S**pecific (simple, sensible, significant).
 - **M**easurable (meaningful, motivating).
 - **A**chievable (agreed, attainable).
 - **R**elevant (reasonable, realistic and resourced, results-based).
 - **T**ime bound (time-based, time limited, time/cost limited, timely, time-sensitive).
 - **E**valuated
 - **R**eviewed

d) Key Activities

- Include an overview of outreach plans, event details, methods and equipment you will use.

e) Timeline

- Duration – The project must be completed by 30 November 2024.
- You may wish to use a Gantt chart outlining your expected timeline for the project (see very simplified example below, please include more detail).

| | May 24 | Jun 24 | Jul 24 | Aug 24 | Sept 24 | Oct 24 | Nov 24 | Dec 24 |
|----------------------|--------|--------|--------|--------|---------|--------|--------|--------|
| Planning | | | | | | | | |
| Outreach | | | | | | | | |
| Activities | | | | | | | | |
| Report to Earthwatch | | | | | | | | |

f) Partners

- This could be your mentor or supervisor from the University where you study or other groups you are involved with, your wider support team.

7. Budget Breakdown (see example):

- The TOTAL grant made will be up to HK\$30000. The project proposal must include a budget which outlines how **up to a maximum** of HK\$30000 grant would be spent.
- Budget may include;
 - Venue hire
 - Subsistence costs for activities.
 - Community event costs/travel to communities to deliver outreach/workshops
 - Production of outreach materials, books, leaflets, etc
 - Funding of salaries of *support* staff (e.g. guides, drivers).
 - Funding of salaries of *research* staff up to a maximum of HK\$10000 of the grant
- Budget may not include;
 - Institutional overheads/administrative costs or capital costs (e.g. vehicles, infrastructure).
 - Equipment which is NOT vital to the proposed project.
 - Accommodation costs.
- Please include any required insurance e.g. public liability insurance
- Be as detailed as possible, outlining each and every anticipated purchase. See the simplified example below.

| Activity/item | Details | Dates | (HK\$) |
|---------------------------------------|--|-------|------------------|
| <i>e.g. Outreach materials design</i> | <i>Posters/images</i> | | |
| <i>e.g. Outreach promotion</i> | <i>Printing flyers or social media promo</i> | | |
| <i>e.g. School visits x ?</i> | <i>Travel costs</i> | | |
| <i>e.g. School visits x ?</i> | <i>Equipment</i> | | |
| <i>e.g. Event X ?</i> | <i>Venue hire</i> | | |
| | <i>Catering</i> | | |
| | <i>Equipment</i> | | |
| | <i>Insurance</i> | | |
| TOTAL | | | HK\$30000 |

Here is a template that you can use - [link](#)

8. Risk Assessment: Please outline your plans for risk assessment and mitigation in order to ensure participant safety during your project.

- Consider Online safety, weather, location, transport, First Aiders, emergency plans, insurance etc

9. Earthwatch Communication

- Please only include information you are willing to share publicly.